Napa County Transportation and Planning Agency (NCTPA)

Board of Directors

MINUTES Wednesday, May 21, 2008

ITEMS

1. Call to Order

Chair Leon Garcia called the meeting to order at 2:13 p.m.

2. Pledge of Allegiance

Chair Garcia led the salute to the flag at the Napa Valley Transportation Authority meeting.

3. Roll Call

Members Present:

Leon Garcia City of American Canyon Karen Slusser City of Calistoga City of Calistoga **Jack Gingles** Jim Krider City of Napa Jill Techel City of Napa Bill Dodd County of Napa **Brad Wagenknecht** County of Napa Del Britton City of St. Helena

Non-Voting Members Present:

JoAnn Busenbark Paratransit Coordinating Council

City of St. Helena

Members Absent:

Joe Potter

Cindy Coffey City of American Canyon

Steve Rosa Town of Yountville
Cynthia Saucerman Town of Yountville

4. Chairperson, Board Members' and Metropolitan Transportation Commission (MTC) Update

Chair Leon Garcia

Announced that the City of American Canyon broke ground on constructing the new High School, which when completed, approximately 1,000 high school children will no longer need to commute to Napa.

MTC Commissioners Report, Supervisor Bill Dodd

Reported that MTC held its Transportation 2035 Plan Public Meeting in Napa on May 20th with approximately sixty persons participating.

5. Directors Update

Jim Leddy, Executive Director

Introduced Diana Vargas, NCTPA's new Transportation Program Manager – Highway, Streets, and Roads who began work on Monday, March 24, 2008.

6. Caltrans Update

Kelly Hirshberg, Caltrans, provided an update on the status of various projects located throughout the county

- 7. Public Comment None
- 8. Approval of Special Meeting Minutes of April 23, 2008

MSC* DODD / KRIDER to APPROVE the meeting minutes of April 23, 2008.

CONSENT ITEMS (9-17)

MSC* KRIDER / POTTER to APPROVE consent Items 9-17.

9. Approval of Professional Service Agreement No. NCTPA 08-12 with Jacobs Carter Burgess Environmental Consulting

Board action approved contracting with Jacobs Carter Burgess Environmental Consulting for specialized services for assistance in the environmental assessment of the proposed transportation sales tax expenditure plan in an amount not to exceed \$55K.

 Approval of Professional Service Agreement No. NCTPA 08-13 with Kelling, Northcross and Nobriga Public Finance, a Division of Zion's First National Bank for Municipal Finance Consultant Services Board action approved contracting with Kelling, Northcross and Nobriga Public Finance in an amount not to exceed \$7,500 for sales tax financing and legal program services.

11. Actions to Transition NCTPA to an Independent Staff - Approval of Napa County Transportation and Planning Agency Agreement No. NCTPA 08-10 Converting the Executive Director of the Napa County Transportation and Planning Agency (NCTPA) from an Independent Contractor to a Direct Employee of NCTPA

Board action approved hiring Jim Leddy, Executive Director as a direct employee of NCTPA effective June 1, 2008 and authorized the Chair to execute an Employment Contract.

12. Approval of Resolution 08-07 Endorsing the Submission of the Transportation Enhancement (TE) Program Application to the California Department of Transportation and the Metropolitan Transportation Commission

Board action approved the submittal of a Transportation Enhancement Program application for the St. Helena Main Street Streetscape Enhancement projects.

13. Approval of Resolution No. 08-08 affirming the Cooperative Agreement 4-2196 Entered into between the California Department of Transportation, Solano Transportation Authority (STA), and Napa County Transportation and Planning Agency

Board action approved Resolution No. 08-08 affirming the Cooperative Agreement 4-2196 entered into between the California Department of Transportation, Solano Transportation Authority (STA) and Napa County Transportation and Planning Agency for the State Route 12 (Jamieson Canyon) Project.

14. Approval of First Amendment to Agreement NCTPA 07-08 with Nelson/Nygaard Consulting Associates for Additional Community Outreach Associated with the Short Range Transit Plan 2008-2017

Board action approved increasing the compensation from a maximum \$65,000 to a maximum \$71,000 and authorized the Executive Director to execute the amendment.

15. Approval of Resolution 08-09 Accepting Three Thousand Nine Hundred and Nineteen Dollars (\$3,919) from the Gasser Foundation, the Napa Valley Workforce Investment Board, and the Napa Valley Vintners to help fund the "Major Employers Summit on Employee Commuting

Board action approved Resolution 08-09 accepting three thousand nine hundred and nineteen dollars (\$3,919) from the Gasser Foundation, the Napa Valley Workforce Investment Board, and the Napa Valley Vintners to help fund the "Major Employers Summit on Employee Commuting."

16. Approval of Resolution No. 08-10 Adoption of Administrative Budget Transfer

Board action approved Resolution No. 08-10 authorizing a FY 07/08 budget transfer of up to \$110,000 from the presently utilized NCTPA/Public Works salary account to the newly established (April 2008) NCTPA salary accounts.

17. Approval of Climate Protection Circuit Rider Contract with the Bay Area Air Quality Management District (BAAQMD)

Board action (1) approved the BAAQMD Climate Protection Circuit Rider Contract, and (2) authorized the Executive Director to contract with a consultant to provide assistance to local jurisdictions in addressing climate protection issues.

REGULAR AGENDA ITEMS - TRANSPORTATION

18. Establish Nominating Committee for Recommendation for Chair and Vice Chair for FY 08/09

NCTPA bylaws require the annual election of a Chair and Vice Chair at the annual meeting (July of each year). Recommendation was made that a Nominating Committee be established composed of former Chairs of the NCTPA currently sitting on the Board.

MSC* DODD / WAGENKNECHT to **APPROVE** appointing the following NCTPA Board members to serve as the as hoc nominating committee:

Joann Busenbark, NCTPA Chair 1997-1998 Bill Dodd, NCTPA Chair 2004-2006 Joe Potter NCTPA Chair 2002-2004 Jill Techel, NCTPA Chair 2000-2002

19. Review of Draft NCTPA FY 08/09 Budget

Information Only / No Action Taken

Provided for Board review was the Draft FY 08-09 budget and work plan for NCTPA transit operations, planning and administration, and capital.

DISCUSSION OF INTERJURISDICTIONAL ISSUES

REGULAR AGENDA ITEMS - INTERJURISDICTIONAL ISSUES FORUM

20. Interjurisdictional Issues Discussion Forum and Information Exchange

Information Only / No Action Taken

Each member jurisdiction shared with the Board specific projects with Interjurisdictional impacts in their local area.

21. Napa Communities Growth Summit Update

Staff provided an update on the June 13, 2008 Growth Summit.

22. Future Interjurisdictional Agenda Items

No new discussion items were requested for placement on future agendas.

REGULAR AGENDA ITEMS – TRANSPORTATION

Adjourned to Close Session at 2:50 p.m.

23. Closed Session –

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to subdivision (b) of Government Code Section 54956.9: (1 case)

24. Closed Session

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

(Government Code Section 54957)

Title: Agency Executive Director

Adjourned to Open Session at 3:40 p.m.

Rob Paul, NCTPA Legal Counsel reported that there were no reportable actions taken during closed session.

25. Approval of Special Meeting of June 13, 2008, (Growth Summit) to be held at the Napa High School Cafeteria 8:00 a.m. – 3:30 p.m. and Approval of Next Regular Meeting Date of June 18, 2008 and Adjournment

MSC* DODD / KRIDER to APPROVE the Special Meeting of June 13, 2008, (Growth Summit) to be held at the Napa High School Cafeteria 8:00 a.m. – 3:30 p.m. and Approval of Next Regular Meeting Date of June 18, 2008 and Adjournment

The meeting was adjourned by Chair Garcia at 3:42 p.m.